



# WHITE HOUSE FELLOWSHIP

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# APPLICATION

## INSTRUCTIONS

- Type all responses. Answer all questions fully and accurately. Sign and date the application at both Question 3 and Question 4.
- Questions 6-15 should be answered on separate sheets of plain 8-1/2 x 11 paper. Each sheet should include your name and the question number in the upper right corner.
- Do not return pages 4 and 5 of the application. Return only pages 2 and 3, your typed answers to Questions 6-15, and your sealed recommendation letters.
- Do not include additional items (such as books you have written or music you have recorded) with your application. Supplementary material will not be reviewed if sent and will not be returned.
- Do not put your application into a binder, staple, or package it in any elaborate way. Use one binder clip to hold the pages together.
- **Applications must be postmarked by February 1.** It is the applicant's responsibility to ensure their application is received by the Program Office.
- Applications mailed from overseas should be sent by air mail or other timely means as early as possible.

Mail one original and two copies of your application to:

### THE PRESIDENT'S COMMISSION ON WHITE HOUSE FELLOWSHIPS

c/o O.P.M. - Sheila Coates  
1900 E Street, NW, Room B431  
Washington, D.C. 20415

Phone for express mail: (202) 606-1818

***PRIOR to sending their application, applicants are strongly encouraged to check our web site, [www.whitehouse.gov/fellows](http://www.whitehouse.gov/fellows), or call our office at (202)395-4522 for updated mailing instructions.***

This application may be downloaded directly from the Internet, but it may not be submitted in electronic form. Only hard-copy paper applications, one of which must include original signatures, will be accepted.

Applicants will be notified by email when their application has been received.

Only U.S. citizens are eligible to apply. Civilian employees of the Federal government are not eligible. The Commission cannot consider applications from ineligible applicants, nor grant exemptions from these requirements.

The Federal government is an equal opportunity employer. Selection is based on qualifications and performance regardless of race, color, creed, religion, sex, age, national origin, sexual orientation, or disability.

## 1. PERSONAL DATA

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 NAME (LAST, FIRST, MIDDLE)

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 PREFERRED NAME

Are you a U.S. citizen?

☐ Yes ☐ NoDo you hold any  
non-U.S. citizenships?☐ Yes ☐ No

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 BIRTHDATE (MONTH/DAY/YEAR)

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 SOCIAL SECURITY NUMBER

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 HOMETOWN (E.G., WHERE YOU GREW UP)

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 OCCUPATION/PROFESSION
Contact Information (where you can be reached from February  
to June):

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 MAILING ADDRESS

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 HOME PHONE

---

 WORK PHONE

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 FAX NUMBER

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 E-MAIL ADDRESS

## Employment Information:

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 CURRENT EMPLOYER'S NAME

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 CURRENT EMPLOYER'S ADDRESS

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 CURRENT EMPLOYER'S TELEPHONE NUMBER

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 YOUR TITLE, RANK OR STATUS
Have you ever worked for or are you now working for the  
Federal government, or are you being paid by Federal funds?  
(Include active duty military service.)☐ Yes ☐ No

If YES, please explain below and give inclusive dates:

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 How did you hear about the White House Fellows Program?

## 2. PERSONAL DECLARATIONS

Please answer the following questions and explain on a  
separate sheet of paper details and resolution of any question  
answered "yes."Have you ever been discharged from the Armed Forces under  
other than honorable conditions?☐ Yes ☐ No

Have you ever been convicted of a criminal offense?

☐ Yes ☐ No

Have you ever been charged with a felony?

☐ Yes ☐ NoHave you ever been charged with a violation of any firearms or  
explosives laws?☐ Yes ☐ NoHave you ever failed to meet a court-ordered child support  
payment?☐ Yes ☐ No

Are you delinquent on any Federal debt?

☐ Yes ☐ NoHave you ever been suspended, disciplined, or barred from any  
occupation or practice by any regulatory agency, professional  
association or organization because of your conduct?☐ Yes ☐ No

Have you ever been accused of any misconduct?

☐ Yes ☐ NoIs there anything in your background that could preclude you  
from obtaining a security clearance?☐ Yes ☐ No

## 3. CERTIFICATION

I certify that all information in my application is my own work  
and that all of the statements are factually true, complete, and  
honestly presented.

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 SIGNATURE (IN INK)

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 DATE

## 4. INVESTIGATION

I know and understand that any or all items contained herein  
may be reviewed by representatives of the Commission,  
including former White House Fellows, and if I become a  
National Finalist, are subject to investigation or verification by  
duly accredited investigators of the Federal government.

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 SIGNATURE (IN INK)

---

 DATE

## 5. REFERENCES

In the space below, list the names and contact information for the individuals whose personal evaluations accompany this application (see page 6). You may submit a minimum of 3 and a maximum of 5 recommendations for consideration.

#1

NAME

ADDRESS

ADDRESS

CITY, STATE, ZIP

#2

NAME

ADDRESS

ADDRESS

CITY, STATE, ZIP

#3

NAME

ADDRESS

ADDRESS

CITY, STATE, ZIP

It is the responsibility of the applicant to ensure recommendations accompany the application.

#4

NAME

ADDRESS

ADDRESS

CITY, STATE, ZIP

#5

NAME

ADDRESS

ADDRESS

CITY, STATE, ZIP

Please indicate whether any of the references above are alumni, regional panelists, or commissioners.

☐ Yes ☐ No

If yes, please list name of reference:

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Have you been a Regional or National Finalist before?

☐ Yes ☐ No

If yes, please list years and regional panel assignments:

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## INSTRUCTIONS FOR QUESTIONS 6-15

The following questions should be answered on separate sheets of paper. Type your name and question number in the upper right corner of each page. Do not return or reproduce the questions with your application; submit only the answers.

### 6. PROFESSIONAL AND EDUCATIONAL COMBINED SUMMARY

On a separate sheet of paper, under the heading "Professional/Educational Summary," please provide a chronological listing of every position you have held, beginning with the most recent. Include dates, employers and/or schools attended. Account for all periods of unemployment. Please limit your response to one page; details can be furnished in response to later questions.

Example:

11/98 to present	Senior VP, Acme, Inc.
9/96 to 11/98	Sales Director, Acme, Inc.
6/96 to 9/96	Unemployed/Job Search
8/94 to 6/96	MBA student, Big Univ.
6/94 to 8/94	Service Project in Peru
9/90 to 6/94	Student, Small College

### 7. EDUCATIONAL BACKGROUND

On a separate sheet of paper, type the heading "Educational Background" and include the following information:

- (1) Under the heading "School Attended" list all schools attended with degree or diploma earned, name of school, location, and dates attended.
- (2) Under the heading "Activities" list all of the major extracurricular activities in which you participated. Briefly explain each one and list the level of your participation, including any offices held, and the length of your membership. List major awards or recognitions received.

### 8. PROFESSIONAL EXPERIENCE

On a separate sheet of paper type the heading "Professional Experience" and provide details about your employment history. Begin with your current position and account for all periods of employment and unemployment. Do not substitute a resume. You may use as many sheets of paper as required. Employer's contact information not necessary for jobs held over seven (7) years ago. Use the following as a guide:

Dates of employment  
Exact job title  
Employer  
Employer's address and phone number  
Nature of the business  
Number of workers you supervised

For your current position please provide a brief narrative descriptive of the work you performed, not to exceed 200 words. You may also describe previous work accomplishments, but do not exceed 100 words for each description.

### 9. VOLUNTARY ACTIVITIES

On a separate sheet of paper, type the heading "Voluntary Activities" and list the major civic and social activities (not related to your job) in which you have participated. Use the following as a guide:

Name of organization  
City and State  
Purpose or objective of the organization  
Size of organization  
Your level of participation  
Dates of your participation  
Awards or recognitions you received

### 10. PROFESSIONAL ACTIVITIES

On a separate sheet of paper, type the heading "Professional Activities" and list the major business and professional activities in which you have participated. Use the following as a guide:

Name of organization  
City and State  
Purpose or objective of the organization  
Size of organization  
Your level of participation  
Dates of your participation  
Awards or recognitions you received

## INSTRUCTIONS FOR QUESTIONS 11-15

Follow instructions for Questions 6-10 regarding page format. You will be judged on the clarity and quality of your writing, as well as the substance of your narratives.

### 11. MOST SIGNIFICANT PROFESSIONAL ACHIEVEMENT

On a separate sheet of paper, type the heading "Professional Achievement" and describe what you consider to be your most significant contribution within your professional field. Please limit your narrative to 200 words.

### 12. MOST SIGNIFICANT COMMUNITY SERVICE CONTRIBUTION

On a separate sheet of paper, type the heading "Community Service Contribution" and describe what you consider to be your most significant contribution to your community. Please limit your narrative to 200 words.

### 13. MEMORANDUM FOR THE PRESIDENT

On a separate sheet of paper, type the heading "Memorandum for the President" and write a memorandum for the President making a specific policy proposal. Explain why you think it is important, what issues it raises, and why you think the President should support your proposal. Please limit your memo to 500 words.

### 14. LIFETIME GOALS

On a separate sheet of paper, type the heading "Lifetime Goals" and describe your life's ambition, what you hope to accomplish or achieve, and what position you hope to attain. Please limit your narrative to 300 words.

### 15. WHY I WANT TO BE A WHITE HOUSE FELLOW

On a separate sheet of paper, type the heading "Why I Want to Be a White House Fellow" and describe your motivation for applying for this fellowship, what you consider to be your major strengths and qualifications for the program, and what benefits you feel are likely to result from your participation. Please limit your narrative to 300 words.

## 16. REFERENCES

Please reproduce the Candidate Evaluation form that is part of this application and give it to a minimum of 3 and a maximum of 5 people who know you well. Recommenders should have a direct knowledge of your qualifications and character.

At least one of your recommenders should have professional competence in your field, at least one should have knowledge of your major community or civic activities, at least one should have knowledge of your business or professional accomplishments, and at least one should be your current supervisor, if applicable.

Each of your recommenders should seal the letter of reference in an envelope, sign his or her name across the seal, and return the sealed, signed letter to you. These references must be submitted with your application by the deadline. Your application will not be considered without these references.

## APPLICATION CHECKLIST

- ☐ Question 3 and Question 4 signed in ink and dated
- ☐ One original and two copies of application
- ☐ Sealed, signed recommendations

## FOR MORE INFORMATION

### THE PRESIDENT'S COMMISSION ON WHITE HOUSE FELLOWSHIPS

c/o O.P.M. - Sheila Coates  
1900 E Street, NW, Room B431  
Washington, D.C. 20415

202-395-4522 (phone)  
202-395-6179 (fax)

[www.whitehouse.gov/fellows](http://www.whitehouse.gov/fellows)

***Please check web site for updated mailing instructions.***



# WHITE HOUSE FELLOWSHIP APPLICATION CANDIDATE EVALUATION



To: \_\_\_\_\_  
INDIVIDUAL COMPLETING EVALUATION

From: The President's Commission on White House Fellowships

Subject: \_\_\_\_\_  
APPLICANT'S NAME

Thank you for taking the time to write a recommendation for the White House Fellowship applicant named above. Your candid and specific responses to the questions below will help the President's Commission select the next class of White House Fellows, 11 to 19 individuals from across the Nation who will come to Washington to work for one year as paid, full-time special assistants to Cabinet officers and senior White House officials.

1. How long and in what connection have you known the applicant?
2. What are the applicant's major strengths? Please relate an occasion in which these strengths were demonstrated.
3. What are the applicant's major weaknesses?
4. What impact has the applicant had within his/her professional field?
5. What impact has he/she had in the community, outside of the applicant's professional realm?
6. What has the candidate done that you consider creative?

Please answer the following questions (on your office letterhead, if appropriate) and include your daytime telephone number. Please sign and date your evaluation, place it in a sealed envelope, sign your name over the seal, and return the envelope to the applicant. The applicant must submit your evaluation as part of his or her application. **The application deadline is February 1.**

7. How would you describe this candidate's writing ability?
8. How would you describe this candidate's intellectual ability?
9. How would you describe this candidate's public speaking ability?
10. How would you describe this candidate's personal integrity?
11. How would you describe this candidate's consensus-building, negotiating and leadership skills?
12. If you were a Cabinet Secretary, would you hire this person to be a key member of your staff?
13. What do you expect this candidate to be doing in 15 to 20 years?



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## PRIVACY ACT

The President's Commission on White House Fellowships operates its competitive application process and collects personal information for evaluating applications under authority of Executive Order 11183, as amended. Submission of the information is voluntary; however, failure to furnish all the requested information may result in a delay or elimination from consideration for a fellowship. Executive Order 9397 authorizes us to request your Social Security Number to identify individual records. Furnishing your Social Security Number is voluntary and failure to provide it on this application will not affect the consideration of your application. The information you provide, or that is submitted on your behalf, may be disclosed to members of our selection committees, made up of former White House Fellows, individuals from the private sector or other governmental agencies. The information may also be disclosed to a congressional office in response to an inquiry from that office made at your request.

## PAPERWORK REDUCTION ACT

Under the Paperwork Reduction Act, no person may be required to respond to a collection of information unless it displays a valid OMB number (this form is designated with OMB Control No. 3200-0032). This form is estimated to take an average of fifteen (15) to twenty-five (25) hours to complete, including time for reviewing instructions, gathering the requested personal evaluations, and completing the application. Please send comments regarding this burden estimate or any other aspect of this collection of information to the President's Commission on White House Fellowships, Washington, DC.

## RECORDS RETENTION

The application forms of persons selected as White House Fellows may be circulated to appropriate Executive Branch officials incident to placing Fellows in assignments for the fellowship year and subsequently may be retained, along with other applicant file materials, by the Commission in its permanent files on persons who are selected as White House Fellows. These permanent records are accessible to the individuals concerned. Sixty days after a letter has been mailed to an applicant advising that he or she has been eliminated from the competition, all materials in the applicant's file will be destroyed and this procedure will be repeated after each stage of the selection process. The Commission cannot be responsible for the return of applications or supporting documents. Applicants are therefore advised to retain copies of their application forms and not to submit irreplaceable documents or materials with applications.

OMB Control No. 3200-0032